



## **PLANNING COMMISSION AGENDA**

**Thursday, January 15, 2015**

**6:30 p.m.**

**Coon Rapids City Center**

**Council Chambers**

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**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Adopt Agenda**

Approval of minutes from November 20, 2014

**Old Business**

**New Business**

1. PC 15-1, Registered Land Survey, Deleo and RMS Company, 8600 Evergreen Blvd.
2. PC 15-2. Ordinance Amendment, adding procedure for approval of ordinance amendments
3. Election of Vice Chair
4. Consider Adoption of the 2015 Rules of Order, Internal Procedures and and Policies, and Code of Ethics

**Other Business**

Current Development

**Adjourn**



**Planning Commission Regular**

**Meeting Date:** 01/15/2015

**SUBJECT:** Approval of minutes from November 20, 2014

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**Attachments**

Draft November 20 Minutes

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## **COON RAPIDS PLANNING COMMISSION MEETING OF NOVEMBER 20, 2014**

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### **CALL TO ORDER**

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The regular agenda meeting of the Coon Rapids Planning Commission was called to order by Chair Geisler at 6:30 p.m.

Members Present: Chair Jenny Geisler, Commissioners Denise Hosch, Jonathan Lipinski, Wayne Schwartz, Zachary Stephenson and Julia Stevens.

Members Absent: Commissioner Donna Naeve.

Staff Present: Planner Scott Harlicker and Assistant City Attorney Doug Johnson.

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### **PLEDGE OF ALLEGIANCE**

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Chair Geisler led the Commission in the Pledge of Allegiance.

### **ADOPTION OF THE AGENDA**

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MOTION BY COMMISSIONER LIPINSKI, SECONDED BY COMMISSIONER STEPHENS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

### **APPROVAL OF THE OCTOBER 16, 2014 REGULAR MINUTES**

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MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER HOSCH, TO APPROVE THE PLANNING COMMISSION MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2014, AS PRESENTED. THE MOTION PASSED 5-0-1 (CHAIR GEISLER ABSTAINED).

### **OLD BUSINESS**

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1. PLANNING CASE 14-15 - AMENDMENT TO GATEWAY COMMERCE CENTER PUD TO ALLOW RESTAURANT WITH DRIVE-THRU INSTEAD OF A BANK AT 1865 GATEWAY DRIVE – PUBLIC HEARING
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It was noted the applicant seeks approval to revise the Final PUD and change the use of Lot 9 from a bank with drive thru window to a restaurant with a drive thru window. No change to the property lines are proposed. At the October 16<sup>th</sup> meeting, the Commission postponed action on this item. The Commission asked that the applicant incorporate the proposed revision into an overall amendment to the entire PUD.

Chair Geisler clarified that this evening the Planning Commission was considering a PUD amendment and not a specific site plan. She expressed concern with how the market has impacted the various uses proposed within this PUD. She did not want to see each site deviate from the original plan. However, she believed that moving from a bank with a drive thru to a restaurant with a drive thru was not that great of a change.

Commissioner Lipinski agreed.

Commissioner Hosch feared that the PUD was in jeopardy of not being diverse given the fact it would have fast food and restaurant uses. She did not want to see additional fast food restaurants in this area.

Commissioner Stevens noted that three of the other sites were proposed to have sit down restaurants.

Jonathan Adam, 165 Louisa Court, representing the applicant, did not feel there would be a need to deviate any of the other uses within the PUD. He commented that he has not been able to find a bank that wanted to occupy 5,000 square feet. For this reason, he has requested the PUD amendment.

Commissioner Schwartz asked if the applicant supported the staff recommended landscaping. Mr. Adam supported the proposed trees and noted the landscaping around the pond had already been installed.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE PLANNING CASE 14-15, THE PROPOSED REVISIONS TO THE GATEWAY COMMERCE CENTER FINAL PUD WITH THE FOLLOWING CONDITIONS:

1. THE LANDSCAPING AROUND THE STORMWATER POND ON THE NORTH SIDE OF GATEWAY DRIVE BE INSTALLED.
2. ALL CONDITIONS OF THE ORIGINAL PUD APPROVAL OF DECEMBER 18, 2007 ARE INCLUDED IN THIS APPROVAL.
3. APPROVAL AND EXECUTION OF AN AMENDMENT TO THE PUD AGREEMENT.

Commissioner Schwartz requested a fourth condition be added to require the applicant to plant two trees along Gateway Drive.

4. TWO TREES SHALL BE PLANTED ALONG GATEWAY DRIVE.

Commissioner Stephenson stated he was slightly disappointed with the PUD request but he understood that the economic conditions have changed. He did not want to see this plan return to the Commission for a piece-by-piece approval.

Chair Geisler agreed and expected that the remainder of the plan would hold true.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the December 2, 2014 City Council meeting.

**OTHER BUSINESS**

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City Planner Harlicker noted there would be no Planning Commission meeting in December.

**ADJOURN**

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**MOTION BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER STEVENS, TO ADJOURN THE MEETING AT 6:49 P.M. THE MOTION PASSED UNANIMOUSLY.**

Recorded and Transcribed by,  
Heidi Guenther  
Planning Commission Recording Secretary



## Planning Commission Regular

1.

**Meeting Date:** 01/15/2015

**Subject:** PC 15-1, Registered Land Survey, Deleo and RMS Company, 8600 Evergreen Blvd.

**From:** Scott Harlicker, Planner

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### **INTRODUCTION**

The applicant is requesting approval of a registered land survey to subdivide three lots into two lots. The registered land survey will also move a common lot line.

### **ACTIONS**

Conduct of public hearing

Recommendation by Planning Commission

Decision City Council on: February 3, 2015

### **60 DAY RULE**

The applicant submitted this application on: December 11, 2014

To comply with the requirements of Minnesota Statute, the City must approve or deny the application by: April 10, 2015

### **LOCATION**

The property is located at the northwest corner of Evergreen Boulevard and 85th Avenue.

	Existing Use	Comprehensive Plan	Zoning
<b>Subject Property</b>	Light Industrial	Industrial	Industrial
<b>North</b>	Light Industrial	Industrial	Industrial
<b>South</b>	Light Industrial	Industrial	Industrial
<b>East</b>	Light Industrial	Industrial	Industrial
<b>West</b>	Light Industrial	Industrial	Industrial

### **DISCUSSION**

#### **Background**

The applicants are proposing to combine two parcels in to one lot and a lot line adjustment of a common lot line with a third lot. Tract B, which is owned by RMS manufacturing, is currently two lots and will be combined into one lot. Tract A, which is owned by Ryerson Company, is currently one parcel and will remain one lot. The RLS includes moving the common lot line between Tract A and Tract B. Tract B will increase from its present size by about 3.5 acres.

The proposed RLS will not result in any non-conformities with respect to setbacks or dimensional requirements. No

new lots are being created.

### **RECOMMENDATION**

In Planning Case 15-1, the Planning Commission recommend approval of the registered land survey with the following conditions:

1. All comments of the Assistant City Engineer be addressed.
2. All comments of Anoka County Highway Department addressed.

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### **Attachments**

Location Map

Preliminary RLS

Registered Land Survey

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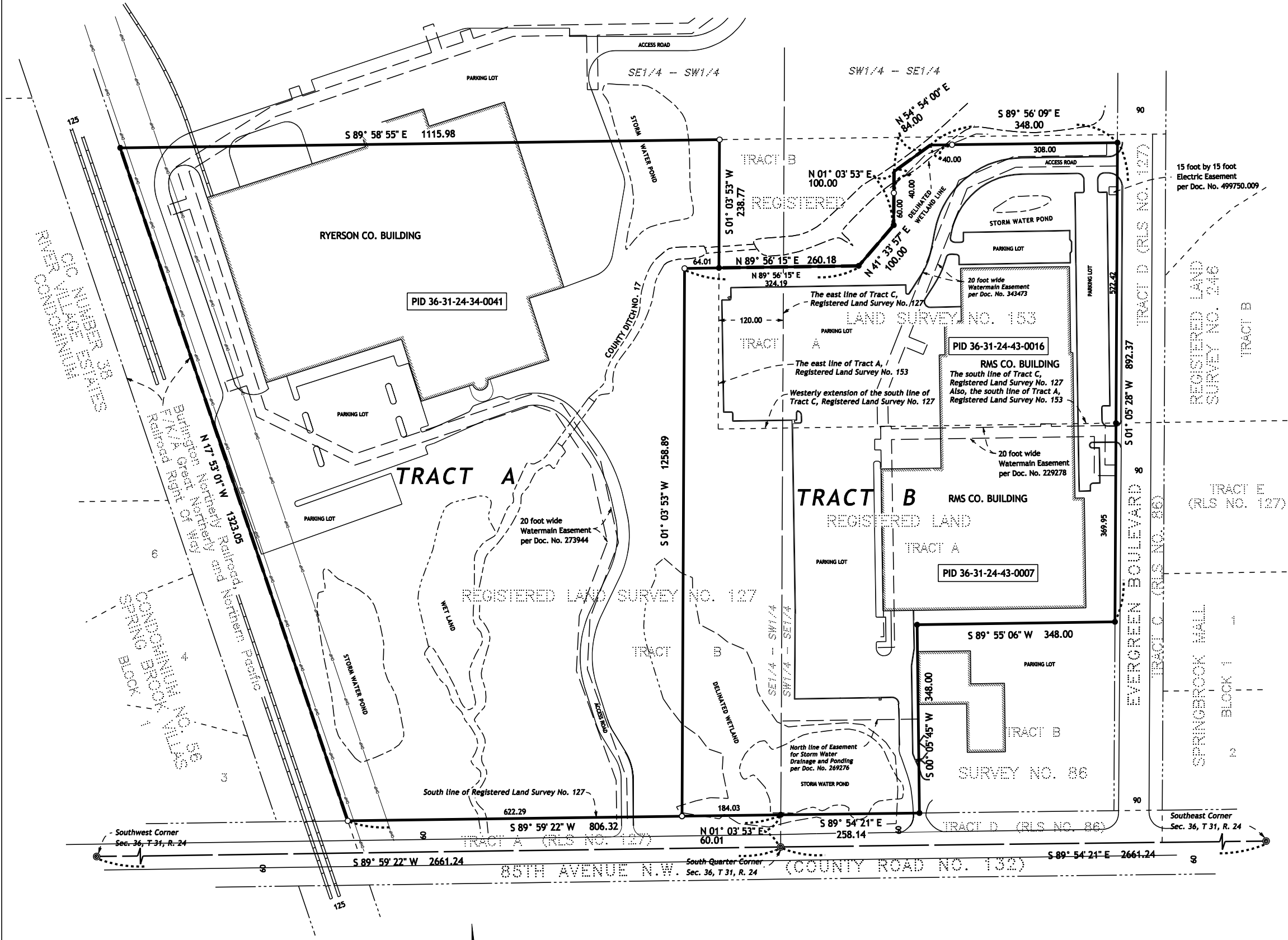
### Location Map





PRELIMINARY REGISTERED LAND SURVEY NO.

CITY OF COON RAPIDS  
COUNTY OF ANOKA  
SEC. 36, TWP. 30, RNG. 24



LEGAL DESCRIPTION

Tract A, REGISTERED LAND SURVEY NO. 86, Anoka County, Minnesota,  
And  
Tract B, REGISTERED LAND SURVEY NO. 127, Anoka County, Minnesota, EXCEPT the East 120 feet of said Tract B, which lies North of the Westerly extension of the South line of Said Tract C of said REGISTERED LAND SURVEY NO. 127  
And  
Tract A, REGISTERED LAND SURVEY NO. 153, Anoka County, Minnesota.

PROJECT DATA

PID 36-31-24-43-0007 & 36-31-24-42-0016 are linked parcels currently owned by RMS Company, Inc. The address of said property is 8600 Evergreen Blvd., Coon Rapids, MN  
PID 36-31-24-34-0041 is currently owned by Rio Algon, Inc. The address of said property is 455 85th ave. NW, Coon Rapids, MN

This proposed Registered Land Survey consists of three separate tax parcels. The primary goal with this proposed Registered Land Survey is to combine the two tax parcels currently owned by the RMS Company and to facilitate the relocation of the common property boundary between the parcels currently owned by the RMS Co. and the Ryerson Co. This new common line is represented by the boundary line that separates Tract A and Tract B as shown. Tract B will increase from its present size by about 3.5 acres.

The topographic features shown hereon are representative of a combination of field survey work and digital mapping. They are intended to provide a general view of the existing major improvements. The wetlands shown on Tract B represent wetland boundaries that were determined and surveyed this fall. The wet lands shown on Tract A represent a general interpretation of wet lands as based on soils maps, contour maps, and aerial photography. They do not represent delineated wetland boundaries.

Proposed Areas:  
Tract A = 24.54 Acres  
Tract B = 18.05 Acres

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: Samuel J. DeLeo, MN License No. 40341  
Date: 12/10/2014

- DENOTES: 1/2 INCH BY 14 INCH IRON MONUMENT SET AND MARKED WITH MINNESOTA LICENSE NO. 40341
- DENOTES: FOUND IRON MONUMENT
- ⊙ DENOTES: FOUND ANOKA COUNTY SECTION CORNER MONUMENT

For the purposes of the Registered Land Survey the south line of Registered Land Survey No. 127 is assumed to bear S 89° 59' 22" W



REGISTERED LAND SURVEY NO. \_\_\_\_\_

CITY OF COON RAPIDS  
COUNTY OF ANOKA  
SEC. 36, TWP. 30, RNG. 24

I Samuel J. DeLeo, hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, I have surveyed the following described property situated in the County of Anoka, State of Minnesota:  
Tract A, REGISTERED LAND SURVEY NO. 86, Anoka County, Minnesota,  
And  
Tract B, REGISTERED LAND SURVEY NO. 127, Anoka County, Minnesota, EXCEPT the East 120 feet of said Tract B, which lies North of the Westerly extension of the South line of Said Tract C of said REGISTERED LAND SURVEY NO. 127  
And  
Tract A, REGISTERED LAND SURVEY NO. 153, Anoka County, Minnesota.

I hereby certify that this plan, survey, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota and that this Registered Land Survey is a correct representation of said parcel of land. Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

Samuel J. DeLeo, Licensed Land Surveyor  
Minnesota License No. 40341

COON RAPIDS PLANNING COMMISSION  
Be it known that at a meeting held on this the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, the Planning Commission of the City of Coon Rapids, Minnesota, did hereby review and approve this Registered Land Survey.  
Planning Commission, City of Coon Rapids, Minnesota

By: \_\_\_\_\_, Chairperson

CITY COUNCIL, COON RAPIDS, MINNESOTA  
We do hereby certify that on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Coon Rapids, Minnesota, approved this Registered Land Survey.  
Planning Commission, City of Coon Rapids, Minnesota

By: \_\_\_\_\_, Mayor

By: \_\_\_\_\_, Clerk

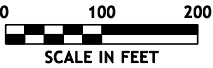
ANOKA COUNTY SURVEYOR  
Pursuant to Minnesota Statutes, Section 389.09, Subd. 1, this Registered Land Survey is approved this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

Larry D. Holm  
Anoka County Surveyor

- DENOTES: 1/2 INCH BY 14 INCH IRON MONUMENT SET AND MARKED WITH MINNESOTA LICENSE NO. 40341
- DENOTES: FOUND IRON MONUMENT
- ⊙ DENOTES: FOUND ANOKA COUNTY SECTION CORNER MONUMENT



For the purposes of the Registered Land Survey the south line of Registered Land Survey No. 127 is assumed to bear S 89° 59' 22" W





## **Planning Commission Regular**

2.

**Meeting Date:** 01/15/2015

**Subject:** PC 15-2. Ordinance Amendment, adding procedure for approval of ordinance amendments

**From:** Scott Harlicker, Planner

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### **INTRODUCTION**

The applicant is requesting an amendment to Sections 11- 304 and 11-305 to include approval procedures for ordinance amendments.

### **ACTIONS**

Conduct a public hearing

Recommendation by Planning Commission

Introduction by City Council on: February 3, 2015

### **60 DAY RULE**

N/A

### **LOCATION**

N/A

### **DISCUSSION**

The following proposed "housekeeping" changes are needed so that the the current code includes approval procedures for ordinance amendments. In the previous code, procedures for considering code changes was included with zone changes and land use amendments. In the revised code each application was treated separately and the code change was inadvertently left out. The review process has not change with the exception of changes to the sign regulations (Section 11-1202).

In the past, changes to the sign regulations were considered by the Board of Adjustment and Appeals. The Planning Commission did not make a recommendation. Staff is proposing to treat changes to the sign regulations the same as other changes to Title 11, Planning Commission review and recommendation to the City Council.

### **RECOMMENDATION**

In Planning Case 15-2, the Planning Commission recommend approval of the code change for the following:

1. Add Section 11-304.12 adding process for approving an ordinance amendment.
2. Add the requirement in Table 11-305.3(1) for to include action for an ordinance amendment.

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### **Attachments**

Ordinance

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## ORDINANCE NO.

### AN ORDINANCE ADDING PROCEDURAL REQUIREMENTS FOR ORDINANCE AMENDMENTS

**The City of Coon Rapids does ordain:**

Section 1. Revised City Code – 1982 Section 11-304 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

#### 11-304.12 Ordinance Amendment

(1) When used; Process. An application is required to propose a change in the zoning code. The Planning Commission, following a public hearing, must make a recommendation to the City Council, which makes a determination on the application.

(2) Standards for Approval. The determination whether to approve an ordinance amendment must consider:

(a) The health, safety, order, convenience and general welfare;

(b) Effect on present and potential land uses; and

(c) Whether or not the proposal is in conformance with the City's Comprehensive Land Use Plan and any applicable development district.

Section 2 Revised City Code- 1982 Section 11-305.3(1) is hereby amended as follows:

(Deletions in brackets, additions double underlined)

#### 11-305.3 Action on Application.

(1) The following table illustrates what actions are required for application determination:

Type of Application	Public Hearing	Planning Commission Action	BAA Action	Appeal to	City Council Action
Conditional Use Permit	Yes	Approve, approve subject to conditions or deny	N/A	City Council	Affirm, amend, or reject the decision on appeal
Site Plan	Yes	Approve, approve subject to	N/A	City Council	Affirm, amend, or reject the decision

		conditions or deny			on appeal
Variance	Yes <sup>3</sup>	N/A	Approve, approve with conditions, or deny <sup>1</sup>	City Council	Affirm, amend, or reject the decision on appeal <sup>2</sup>
Master Plan in PORT, overlay, or special district	Yes	Recommendation to approve, deny, or modify	N/A	N/A	Approve or deny
Subdivision	Yes	Recommendation to approve, deny, or modify	N/A	N/A	Approve or deny
Commercial Antenna in a residential area	Yes	Recommendation to approve, deny, or modify	N/A	N/A	Approve or deny
Rezoning and Comprehensive Plan Amendment	Yes	Recommendation to approve, deny	N/A	N/A	Approve or deny
<u>Ordinance Amendment</u>	<u>Yes</u>	<u>Recommendation to approve, deny, or modify</u>	<u>N/A</u>	<u>N/A</u>	<u>Approve or deny</u>
Home Occupation Permit	Yes	Approve, approve subject to conditions or deny	N/A	City Council	Affirm, amend, or reject the decision on appeal

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<sup>1</sup> A majority of two-thirds (2/3) of those members voting on the motion is required to grant a variance. The Board of Adjustment and Appeals is not authorized to approve as a variance a use that is not permitted in the zoning district.

<sup>2</sup> A majority of two-thirds of all members of the City Council is required to amend or reject the Board's decision. [Revised 10/15/13 Ordinance 2109]

<sup>3</sup> See Section 11-304.9(3) Notice of Public Hearing [Revised 10/15/13 Ordinance 2109]

Introduced this 3rd day of February, 2015.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2015.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**Planning Commission Regular**

**3.**

**Meeting Date:** 01/15/2015

**Subject:** Election of Vice Chair

**From:** Scott Harlicker, Planner

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**INFORMATION:**

The Planning Commission is asked to elect the the Vice Chair for the Commission. At their January 5, 2015 meeting the Council re-appointed Chair Geisler Chair of the Commission.

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## **Planning Commission Regular**

**4.**

**Meeting Date:** 01/15/2015

**Subject:** Consider Adoption of the 2015 Rules of Order, Internal Procedures and Policies, and Code of Ethics

**From:** Scott Harlicker, Planner

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### **INTRODUCTION**

The Planning Commission is asked to adopt the 2015 Ethics, Rules of Order and Internal Procedures and Policies.

### **ACTIONS**

N/A

### **60 DAY RULE**

N/A

### **LOCATION**

N/A

### **DISCUSSION**

The Commission is asked to adopt its Ethics, Rules of Order and Internal Procedures and Policies. These are standard documents the Commission adopts at the beginning of each year and which are updated from time to time to reflect new procedures, technology, and organizational preferences. There are no changes proposed for 2015.

### **RECOMMENDATION**

It is recommended the Commission adopt the 2015 Ethics, Rules of Order, and Internal Procedures and Policies, making any modifications it deems necessary.

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### **Attachments**

Rules of Order

Policies

Ethics

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## PLANNING COMMISSION RULES OF ORDER-2015

### A. REGULAR MEETING DATES

The regular Commission meeting date shall be the third Thursday of each month. During months where a large number of agenda items are requested to be heard by the Commission, the Commission may add the fourth Thursday of the month as a regular meeting date. The Commission may change or add regular meeting dates as circumstances warrant.

### B. TIME AND PLACE

Planning Commission regular meetings shall be held in the City Council Chambers at the City Center beginning at 6:30 p.m. Time of adjournment shall not be later than 11:00 p.m. unless extended by a majority vote of the Commission.

### C. SPECIAL MEETINGS

The Commission may establish special meeting dates upon the call of the Chair or by a majority vote of the Commission to conduct work sessions, neighborhood meetings, comprehensive plan public hearings and City tours. The *Coon Rapids Herald* shall be informed of all such meetings prior to such meetings. The City's web-site and other available media resources should also be used to announce such meetings.

### D. QUORUM

A quorum for the Commission shall be four (4) members from a total of seven (7). If a quorum is not present within thirty (30) minutes of the scheduled meeting time, the meeting may be tabled to a date certain and if a quorum is not present within sixty (60) minutes of the scheduled meeting time, the meeting shall be tabled to a date certain.

### E. VICE CHAIR

The Commission shall select a Vice Chair at its first regular meeting of the calendar year. The Vice Chair shall chair Commission meetings in the absence of the Chair.

F. ABSENCE OF CHAIR AND VICE CHAIR

In the event that both the Chair and Vice Chair are absent from a meeting at which a quorum is otherwise present, an Acting Chair may be selected from and by the members present to conduct the business of the Commission.

G. MINUTES

For the purpose of recording official action, the Director of Community Development shall designate a person as recording secretary.

H. AGENDA

The Director of Community Development is designated as the Commission's representative for the receipt of items to be brought before the Commission, to handle administrative matters relating to those items and for establishing agendas for meetings. In addition, the Director of Community Development or staff may conduct such other business for the Commission as they may so request.

I. VOTING ORDER

Voting to be done by verbal vote; order of voting to be rotated with each roll call vote.

J. CONFLICT OF INTEREST

A conflict of interest may occur when a Commissioner may receive private benefit as a result of action taken by the Commission. Private benefit may be direct or indirect and may create a material personal gain to the Commissioner or provide an advantage to relations, friends or associates of the Commissioner. If a Commissioner feels he or she may have a conflict of interest resulting from any matter before the Commission, the Commissioner shall declare that he or she has a conflict publicly at any meeting during which the matter is under discussion. The Commissioner shall vacate his or her seat and the chambers. The Commissioner shall not discuss the merits of the matter with other Commissioners.

K. ORDER OF CONSIDERATION OF AGENDA ITEMS

The following procedure for consideration of agenda items shall be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of Commission business.

1. Chair summarizes the planning case and asks for staff presentation of case report.
2. Chair requests if petitioner wishes to make presentation.
3. Public hearing, if applicable. Any parties interested in planning case make presentations.
4. Planning Commission discusses case asking any questions it may have of petitioner, interested parties or staff and then votes on planning case.

L. ROBERTS RULES OF ORDER

Roberts Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules.

M. RULES MAY BE AMENDED

These rules may be amended at any Commission meeting by a vote of the majority of the entire Commission membership.

Considered and approved this 15th day of January, 2015.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA

PLANNING COMMISSION  
INTERNAL PROCEDURES AND POLICIES-2015

A. PROCEDURE

1. Rules of Order

At the beginning of each year the Planning Commission shall establish commission meeting rules of order that will address themselves to meeting dates, times, length and minutes.

2. Meeting Attendance

Planning Commission members are expected to attend regularly the regular and work session Commission meetings. The Commission Chair shall seek the removal of any member not regularly attending Commission meetings.

3. Members Education

- a. The Planning staff shall provide to each new Commission member a packet of information to orient the member with the plans, terminology and policies of the City's planning program. An orientation meeting shall be conducted with the new Commission member with the Director of Community Development and the Commission Chair.
- b. Seminar Attendance - Commission members will be expected to attend planning seminars and schools to acquaint themselves with planning matters.
- c. Interested Commission members will chair one or more cases per year to familiarize themselves with the role of the chair.

4. Staff Attendance at Commission Meetings

A minimum of one staff member from the Community Development is expected to attend the Commission's regular monthly meetings. Staff members from the Engineering and Legal Departments are expected to attend as needed.

5. Annual Planning Commission Tour

The Commission may conduct an annual tour to visit and evaluate items or projects of mutual planning interest in the City or other metropolitan area communities.

6. Commission Attendance at Planning Conferences

A maximum of two (2) Commission members may attend the Annual Planning Conference or regional planning conference as appropriate.

7. Agenda Delivery

The Commission's agenda shall be received by Commission members sufficiently before each Commission meeting so that the Commission members have adequate time to review the Agenda before the meeting.

8. Review of Agenda

Commission members are expected to be familiar with the Commission agenda prior to the Commission meeting.

9. Review of Agenda Sites

Each Commission member should make every effort to view those sites being discussed at a Commission meeting prior to the meeting if he or she is not personally familiar with the sites. A Commission member shall not visit a site with a planning petitioner except that the Commission may visit a site as a whole or designate a subcommittee of two or more to visit a site with a petitioner provided such meeting is an open meeting, the *Coon Rapids Herald* is notified of such meeting and the visit shall be noted as a publicly held field trip in the minutes of the meeting.

10. Annual Commission Report

The Commission shall provide an annual report to the City Council. Such report shall describe the Commission's activities over the previous year. The report shall be approved by the Commission and submitted to the Council by the Commission Chair.

11. Joint Meetings with City Council

As necessary and appropriate, the Commission will request joint meetings with the City Council to discuss concepts, issues or projects of mutual interest or concern.

12. Joint Meetings with City Advisory Commissions

The Commission may seek joint meetings with the City's various advisory commissions when major items of mutual interest arise.

13. Joint Meetings with Planning Commission of Surrounding Cities

The Commission may seek joint meetings with the Planning Commissions of surrounding cities when major items of mutual concern arise.

B. PLAN CONSIDERATION

1. Plan Submittal

The Planning staff shall not place a petitioner on the Commission agenda unless necessary plan materials have been submitted to staff and sufficient time is provided to staff to review and evaluate them before the preparation of the Commission agenda.

2. Plan Modification Between Planning Commission and City Council Meeting

Should any major change in a plan be made between the action by the Planning Commission on such plan and the City Council's consideration of such a plan, the plan should be returned to the Planning Commission for a new Planning Commission review.

3. Plan Compliance

The noncompliance with a City approved plan by a petitioner should result in prompt staff action to achieve compliance with the plan.

4. Plan Design

The Planning Commission does not wish to be put in the position where it is requested to design an acceptable plan for a developer during the site plan consideration at a Commission meeting.

5. Plan Review of Public Uses

Shall be considered similarly to the review of private land uses.

C. CITIZEN PARTICIPATION

1. Public Information Meetings

The Planning Commission will actively solicit citizen participation in the City's Comprehensive Planning Process. The Commission has determined that the best means to achieve this is by holding formal public hearings and may in some instances hold public information meetings as part of the process.

2. Public Comment on Public Hearing and Non-Public Hearing Items

The Commission will receive comments at its regular meetings on public hearings and non-public hearing items provided such comments are germane to such items. The number and duration of such comments will be subject to the discretion of the Planning Commission Chair.

D. GOVERNMENTAL AND PUBLIC USE PLANS

1. Transportation Planning

The Planning Commission wishes to give consideration and recommendation on the question of new streets, street extensions or major street realignment.

2. School Planning

The Anoka-Hennepin District 11 is encouraged to seek closer ties with the City of Coon Rapids in the planning of new school site locations.

3. Other Governmental and/or Public Use Planning

All governmental units are encouraged to seek closer ties with the City of Coon Rapids in the planning of new development proposals.

E. DEVELOPMENT PLANS

1. Comprehensive Development Plan

The current Coon Rapids Comprehensive Development Plan was adopted in August, 2009. The Comprehensive Plan, and subsequent amendments to it, constitutes the formal position of the City on future development goals and objectives and on official City plans, policies and strategies for land use, housing, transportation, sanitary sewer, parks and plan implementation. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Comprehensive Plan and to conducting on-going activities to support the implementation of this Plan.

2. Mississippi River Critical Area Plan

The current Plan for the Mississippi River Critical Area was adopted on August 2, 2000. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Plan for the Mississippi River Critical Area and to conducting on-going activities to support implementation of this Plan.

F. RECOMMENDATION TO CITY COUNCIL ON COMMISSION APPOINTMENTS

1. The Commission will respectfully decline to provide any formal recommendation on the reappointment of current members, appointment of new members and the appointment of the Chair to the City Council.
2. Individual Commission members with expiring terms may personally communicate



their desires for continued Planning Commission service to the City Council.

3. The Planning Commission suggests that the City Council consider the following criteria in evaluating the reappointment of current Commission members or considering new appointments to the Commission:
  - a. Awareness of the time demanded for the position and the ability to regularly attend meetings.
  - b. Concern for the future of the City.
  - c. Ability to be objective and balance immediate concerns of developers and citizens with broad City development objectives.
  - d. Possess no narrow special interests that could produce potential conflict of interest during general planning or development review activities.
  - e. Ability to function under pressure and make potentially unpopular decisions.
4. The Planning Commission chooses to not formally evaluate their peers when the City Council may be considering the reappointment of current members. However, if the City Council has any specific concerns about the performance of existing Commission members being considered for reappointment, the Commission suggests that the Chair be contacted about any concerns first. Other Commission members would also be willing to discuss any concerns if deemed necessary by the City Council.
5. In considering the appointment of the Planning Commission Chair, the Commission suggests the City Council should feel free to contact individual Commission members about their personal preferences concerning the Chair appointment.

Considered and approved this 15th day of January, 2015.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA

## PLANNING COMMISSION CODE OF ETHICS-2015

### A. GIFTS

Commission members shall avoid unofficial visits to a planning petitioner's office, home, cabin, architect, attorney, engineer or similar situations. Gifts of cash, liquor, company products, tickets or other items shall not be accepted.

### B. MEALS

The Planning Commission shall not accept a meal from a planning petitioner.

### C. PRIVATE MEETINGS

#### 1. General Rules

The Planning Commission believes that one of the quickest ways to endanger public confidence in the Planning Commission's decisions is for the Commission members to meet privately with people whose interests are affected by the Commission's actions. Therefore, it is the Commission's policy to seek input from planning petitioners and the public only during publicly held meetings. The purpose for this is to avoid giving the public impression that the Commission has come to a decision on a planning case before the meeting where the case is heard.

#### 2. Electronic Communications at Public Meetings.

The Planning Commission recognizes that Commission business communications between members of the Commission and others in a public forum need to be available to the public so as to comply with laws regarding public meetings and to promote the fair exchange of ideas in the processing of development proposals, ordinance changes, and other business coming before the Commission. The Commission further recognizes that innovations in electronic communication allow for a variety of means of communication that might be kept from public view. Therefore the Commission adopts the following rules of conduct:

- a. Subject to the exceptions in Section 2.c., it is inappropriate for any Commission member, during a public meeting, to include workshop sessions, to engage in Private Communications with another commission member, developer, member of staff, or any other person, regarding any item on that meeting's

agenda. For this purpose, “Private Communications” include, but are not limited to, oral communications, cellular telephone conversations, text messages, web-based messaging, or any other form of communication that is concealed from public view.

b. A Commission member receiving a Private Communication from any person during the meeting must determine if its contents are inappropriate under Section 2.a. If the member determines, or is unsure if, its contents are inappropriate, the member must report the contents immediately to the Chair, who shall make a determination if the contents are inappropriate and disclose the contents to the public in such case.

c. Excepted Communications: The Planning Commission may receive, for the purpose of explaining or assisting in drafting, viewable motion language from staff in a format inaccessible to the public, provided the language relates only to the item currently before the Commission, and Staff concurrently with the transmission states verbatim the communication in the public record.

d. Excepted communications in Section 2.c do not become part of the official motion of the Planning Commission unless and until explicitly adopted in a Proper Motion stated orally on the record or adopted in a Proper Motion signed by the Chair in written form.

Considered and approved this 15th day of January, 2015.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA